

Sample Rejection Letter

[Date]

[Lead Designer]

[Design Firm]

[Address]

[City, State, Zip Code]

RE: [Project]

Dear [Lead Designer]:

Thank you for taking the time and effort to submit a portfolio for the [project].

I regret to inform you that your firm was not selected to be on the short-list of Design Firms/Lead Designers. The A/E Evaluation Board was rigorous in determining the list of Design Firms/Lead Designers from among the [#] excellent portfolios submitted. If you are an in-state A/E or consultant, there is still a possibility that you may be able to join an out-of-state Design Firm/Lead Designer that still needs to complete his/her A/E Team to meet geographic A/E requirements, including goals for small, women-owned, and small disadvantaged businesses.

We are holding a Networking Session for A/E's and other consultants at [location], [time] on [date]. The purpose of this session will be for short-listed Design Firms/Lead Designers to make a brief presentation of their firms' potential consulting opportunities for A/E's and consultants. For an agenda and information on this session, please contact [name] at [telephone number], [fax number], or [email address]. If you have any questions concerning the information provided, please contact me at [telephone number], [fax number], or [email address]. All information is posted to the cbdnet.access.gpo.gov and the project web site [address]. All debriefings will not occur until after [date], when the A/E Team is selected.

Sincerely,

[Name]

GSA Project Manager [OR Contracting Officer]